



# City of Seattle

Michael Patrick McGinn, Mayor

## Seattle Office for Civil Rights

Julie Nelson, Director

May 20, 2010

TO: Council President Conlin  
Councilmember Bagshaw  
Councilmember Burgess  
Councilmember Clark  
Councilmember Godden  
Councilmember Harrell  
Councilmember Licata  
Councilmember O'Brien  
Councilmember Rasmussen

FROM: Julie Nelson, Director

SUBJECT: Race and Social Justice Initiative: 2010 mid-year overview briefing

I appreciate the support for the Race and Social Justice Initiative (RSJI) that City Council has demonstrated over the past year, especially with the resolution you passed in November of 2009 affirming the vision, mission, goals and strategies of the Initiative. RSJI Manager Glenn Harris and I are looking forward to providing you an update on Monday. This memo provides an overview of the status and progress of the Citywide RSJI 2010 work plan, as well as some of the highlights from 2010 thus far. This information will provide useful background to prepare you for the departmental briefings that will take place on 2010 work plans in your respective committee meetings during June.

### **Status and progress of the Race and Social Justice Initiative 2010 work plan**

The RSJI 2010 work plan calls on all departments to implement strategies to address the three goals of the Initiative. Summarized below is information on lead staff and accomplishments / opportunities for each of the strategies.

#### ***Goal 1: End racial disparities internal to the City***

- **Workforce equity:** Implement the City's new out-of-class rules and best practices, as well as implement upward mobility strategies for employees in low-wage occupations.  
**Lead department:** Personnel; Workforce Equity Planning and Advisory Committee co-chaired by Darwyn Anderson and myself.
  - ✓ A new rule for out-of-class assignments that creates greater consistency and increased opportunity was developed and is being implemented by departments.
  - ✓ Upward mobility strategies for low-wage workers, e.g., administrative assistants and laborers, are being developed within departments.

- **Contracting equity:** Increase opportunities for businesses owned by people of color.  
**Lead department:** Finance and Administrative Services; Contracting Equity Interdepartmental Team co-chaired by Nancy Locke (FAS) and Jacque Larrainzar (SOCR).
  - ✓ New Executive Order issued on 4/23/10 concerning outreach to women and minority businesses and institutional practices to increase the percentage of City contracting with historically underutilized businesses.

**City employee knowledge and tools:** City employees have the understanding, skills and tools needed to eliminate institutionalized racism and work towards racial equity.

**Lead department:** SOCR; Core Team co-leads: Darlene Flynn and Scott Winn (SOCR); departmental Change Team support: Darlene Flynn.

- ✓ We have focused on training key personnel within departments on the use of the Racial Equity Toolkit, as well as developing capacity within departments for internal training. We made special efforts to support departmental use of the toolkit as part of the development of 2011-12 budgets, with the support of the City Budget Office.
- ✓ We implemented a new structure for the Citywide Core Team. All training for the group was provided in-house to best meet current needs and to eliminate the expense of consultants. We also established a three-year commitment for Core Team members to create overlap and sustain momentum. In the second-year, members have been assigned supervised practicums focusing on key RSJI work items.

## ***Goal 2: Strengthen services and engage with the community***

- **Inclusive outreach and public engagement (IOPE):** Improve outreach and engagement through the use of the IOPE online toolkit.  
**Lead departments:** Department of Neighborhoods and SOCR; Inclusive Outreach and Public Engagement Interdepartmental Team co-chaired by Kimberlee Archie (DON) and Glenn Harris (SOCR).
  - ✓ Departments are creating their own internal teams to implement IOPE and to document best practices.
- **Best practices:** Identify key service and workplace issue areas to evaluate using the RSJI best practices criteria and Racial Equity Toolkit. Results and recommendations from the analysis will be used in conjunction with RSJI best practices to develop improvements.  
**Lead department:** SOCR; Co-led by Glenn Harris and Darlene Flynn (SOCR).
  - ✓ Departments are using the Racial Equity Toolkit in the review of programs and policies.
  - ✓ By the end of June, SOCR will debut new interactive site on RSJI Inweb to share departments' best RSJI practices in programs, services and outreach / engagement.
- **Immigrant / Refugee Action Plan:** Implement the Immigrant / Refugee Action Plan developed by DON.  
**Lead department:** DON; Interdepartmental Team led by Yemane Gebremichael (DON)
  - ✓ Interpretation and Translation Policy continues to be implemented by departments.
  - ✓ SOCR and DON are working together to monitor and ensure alignment with the overall Initiative.

***Goal 3: Eliminate race-based disparities in the community***

- **RSJI Community Roundtable:** Work with the community and other institutions to develop and implement strategies to eliminate race-based disparities in the community.

**Lead department:** SOCR; Co-led by Glenn Harris and Scott Winn (SOCR).

- ✓ We continue to coordinate the activities of the Roundtable, a community leadership forum on race and social justice that supports systemic change beyond City government. This year the twenty-one Roundtable members selected education as their primary focus to end race-based disparities.
- ✓ SOCR has asked departments to begin to identify their own areas of impact on disparities in public education, and to explore strategies for change.

These are the baseline departmental expectations contained within the 2010 RSJI work plan. Of course, many departments have added their own items based on their specific lines of business.

**Departments' mid-year RSJI reports to Councilmembers**

On May 7, I sent a memo to department directors outlining a process for mid-year presentations to City Council, along with a common template for reporting accomplishments and challenges (see attached). I hope that these presentations will help increase your familiarity with RSJI and allow departments to share successful actions and activities, as well as challenges. In my memo I suggested that departments:

- Share key accomplishments from previous years.
- Highlight 2010 accomplishments related to Change Teams, employee training, use of the Racial Equity Toolkit and other department successes / challenges.
- Complete a template highlighting accomplishments and challenges within each of the specific goals and strategies.

I also indicated to directors that departments that have been most successful with RSJI have:

- Active Change Teams that work to ensure the completion of work plan items.
- Completed the RSJI Management training series and created accountability measures for management.
- Implemented changes in the design and delivery of programs and services, as well as changes in internal policies and procedures, to address institutionalized racism.
- Used the Racial Equity Toolkit and RSJI Best Practices Criteria to focus efforts on actions to help reduce disproportionality and race based inequities.

I look forward to meeting with you on May 24 to provide more details concerning the Initiative and to answer any questions you may have. If you have comments or questions prior to our meeting, please contact me at 233-7822 or Glenn Harris at 255-6914.

Attachment: Memo to department directors on 2010 RSJI work plan presentations to City Council